

P 111822Z JAN 01
FM PTC EMAIL SYSTEM WASH DC
TO RJJASAMR/DA EMAIL CUSTOMER//SAMR/SAPA/DAJA/DAMH/DASG/SAAG/
SAIS-SMTP/SAAA/SAGC/DACS-1-SMTP/SAIS-SMTP/SAIS-SMTP//
INFO RJJASAMR/DA EMAIL CUSTOMER//8THARMYLN0-SMTP/ODCSLOG/DALO-ZXA//
P 112200Z JAN 01
FM DA WASHINGTON DC//SAIS-ZA//
TO ALARACT
SUBJECT: UNCLAS ALARACT 0002/2001, ACQUIRING COMMERCIALY AVAILABLE
SOFTWARE AND INFORMATION TECHNOLOGY (IT) PRODUCTS WITHIN THE ARMY.

THE DIRECTOR OF INFORMATION FOR COMMAND, CONTROL, COMMUNICATIONS AND
COMPUTERS (DISC4) RELEASES THE FOLLOWING POLICY.

REFERENCES:

A. DEPARTMENT OF DEFENSE (DOD) POLICY MEMORANDUM NUMBER 12-8430,
DATED JULY 26, 2000, SUBJECT: ACQUIRING COMMERCIALY AVAILABLE
SOFTWARE.

B. HQDA MESSAGE 231312Z JUN 99, SUBJECT: DESIGNATION OF ARMY POINT
OF CONTACT (POC) FOR GOVERNMENT WIDE AGENCY CONTRACTS (GWACS),
BLANKET PURCHASE AGREEMENTS (BPAS), INDEFINITE DELIVERY INDEFINITE
QUANTITY (IDIQ) AND ARMY/DOD ENTERPRISE AGREEMENTS.

1. PURPOSE AND SCOPE:

A. THIS MESSAGE ESTABLISHES ARMY POLICY AND PROCEDURES ON THE
ACQUISITION OF COMMERCIALY AVAILABLE SOFTWARE AND IT PRODUCTS
WITHIN THE ARMY. REFERENCE (A) ESTABLISHES MANDATORY REQUIREMENTS ON
HOW DOD ORGANIZATIONS WILL ACQUIRE COMMERCIALY AVAILABLE SOFTWARE.
THE DOD ENTERPRISE SOFTWARE INITIATIVE (ESI) AND ITS RESULTING
ENTERPRISE SOFTWARE AGREEMENTS (ESA) PROVIDE FOR THE ACQUISITION OF
COMMERCIALY AVAILABLE SOFTWARE AT THE DOD ENTERPRISE LEVEL THEREBY
REDUCING THE COST OF ACQUIRING AND MAINTAINING SOFTWARE PRODUCTS.
THIS MESSAGE IMPLEMENTS THE DOD ESI POLICY WITHIN THE DEPARTMENT OF
THE ARMY AND OFFICIALLY DESIGNATES THE ARMY SMALL COMPUTER PROGRAM
(SCP) AS THE ARMY ESI SOFTWARE PRODUCT DIRECTOR.

B. THIS MESSAGE ALSO RE-DESIGNATES THE SCP AS THE ARMY SINGLE
POINT-OF-CONTACT (POC) FOR GWACS AS DETAILED IN REFERENCE (B).

C. THE DOD ESI POLICY REQUIRES ALL COMPONENT ACQUISITION EXECUTIVES
TO ENSURE THEIR BUYER OR REQUIRING OFFICIALS: (1) ANALYZE PRICING,
TERMS AND CONDITIONS ON EXISTING DOD ESAS PRIOR TO ACQUIRING
DESIGNATED SOFTWARE FROM ANY OTHER SOURCE OR ESTABLISHING NEW
AGREEMENTS, (2) PURCHASE DESIGNATED SOFTWARE FROM DOD INVENTORY
(SUCH AS GOLDEN DISKS OR OTHER AGGREGATED PURCHASES) BEFORE USING
OTHER SOURCES. (3) INFORM DOD DIRECT BUYING ORGANIZATIONS AND
PROGRAM OFFICERS THAT DOD CONTRACTORS SHOULD BE AUTHORIZED, IN
ACCORDANCE WITH FAR 51.101, TO USE DOD ESAS AS A SOURCE OF SOFTWARE
SUPPLY AND SERVICES IN DOD CONTRACT WORK. CONTRACTING OFFICERS
SHOULD INCLUDE FAR 52.251-1 IN NEW CONTRACTS.

D. THIS MESSAGE IS EFFECTIVE IMMEDIATELY AND APPLIES TO THE ACTIVE
ARMY, THE ARMY NATIONAL GUARD, AND THE U.S. ARMY RESERVE.

2. IT IS ARMY POLICY THAT:

A. ALL ARMY ORGANIZATIONS, BUYERS AND REQUIRING OFFICIALS SHALL USE ESTABLISHED DOD ENTERPRISE SOFTWARE AGREEMENTS (ESAS) AS THE PRIMARY SOURCE FOR ALL APPLICABLE ARMY SOFTWARE ACQUISITIONS. THIS IS CONSISTENT WITH FEDERAL ACQUISITION REGULATION (FAR) 8.001 (A)(1)(VII).

B. EXISTING ESAS AND THE DOD ESI POLICY ARE DESCRIBED ON THE ESI HOME WEB PAGE: [HTTP://WWW.DON-IMIT.NAVY.MIL/ESI/](http://www.don-imit.navy.mil/esi/) ARMY ORGANIZATIONS, BUYERS AND REQUIRING OFFICIALS SHALL FOLLOW THE STEP-BY-STEP PROCESS DESCRIBED IN THE DOD ESI POLICY (SECTION 6.2). DOD ORGANIZATIONS THAT HAVE RESPONSIBILITY FOR ESA'S MUST RESPOND IN THREE DAYS TO A REQUEST FOR ESA INFORMATION. IF A DOD ESA IS NOT THE MOST ADVANTAGEOUS SOURCE, THE ARMY ORGANIZATION, SOFTWARE BUYER OR REQUIRING OFFICIAL WILL GIVE THAT RESPONSIBLE DOD ORGANIZATION THIRTY DAYS TO IMPROVE THE DOD ESA BEFORE USING AN ALTERNATIVE ACQUISITION METHOD.

C. THE ARMY SMALL COMPUTER PROGRAM (SCP) IS DESIGNATED AS THE ARMY'S ESI SOFTWARE PRODUCT DIRECTOR. IN THIS CAPACITY, SCP WILL EXECUTE THE RESPONSIBILITIES REFERENCE (A) ASSIGNS THE COMPONENT ESI SOFTWARE PRODUCT MANAGER (SPM). THE DISC4 DELEGATES TO SCP THE WAIVER AUTHORITY ON IMPLEMENTATION OF THE DOD ESI POLICY. SCP IS ALSO RESPONSIBLE FOR THE ARMY IMPLEMENTATION OF THE ESI INFORMATION TECHNOLOGY (IT) CORRIDOR TO FACILITATE POINT/CLICK SHOPPING OF IT PRODUCTS.

D. THIS MESSAGE REAFFIRMS REFERENCE (B) AND RE-DESIGNATES THE SCP AS THE ARMY SINGLE POC FOR ARMY-DEVELOPED INFORMATION TECHNOLOGY GWACS AND OTHER DESIGNATED NON-ARMY STANDARD GWACS THAT FALL UNDER SCP OVERSIGHT. ARMY ORGANIZATIONS CONSIDERING THE AWARD OF A NEW BPA OR INDEFINITE DELIVERY INDEFINITE QUANTITY (IDIQ) CONTRACT WILL COORDINATE WITH SCP TO AVOID DUPLICATION OF EFFORTS AND TO LEVERAGE THE ARMY'S IT REQUIREMENTS. REFERENCE (B) CAN BE VIEWED AT [HTTP://WWW.ARMY.MIL/DISC4/ACQ](http://www.army.mil/disc4/acq) .

3. THE POLICY GUIDANCE CONTAINED IN THIS MESSAGE WILL BE REVIEWED AND UPDATED BASED UPON CHANGES IN THE DOD ESI POLICY AND GUIDANCE. UNLESS SUPERSEDED, POLICIES CONTAINED IN THIS MESSAGE WILL EXPIRE TWO (2) YEARS FROM THE DATE OF THIS MESSAGE OR UPON THEIR INCORPORATION IN THE NEXT VERSION OF AR 25-1 (ARMY INFORMATION MANAGEMENT). MS. OLGA LAWRENCE, DSN 987-6791, COMMERCIAL(732)-427-6791, EMAIL OLGA.LAWRENCE@MAIL1.MONMOUTH.ARMY.MIL IS THE POC FOR THE SCP. ANY QUESTIONS MAY BE DIRECTED TO MY STAFF POC, MRS. DENISE R. BAKER, DSN 224-7928, COMM 703-614-7928, AND EMAIL DENISE.BAKER@HQDA.ARMY.MIL.

4. EXPIRATION DATE IS 11 JAN 2003.